

Leave of Absence

LOA:

- Paid FMLA


Manager

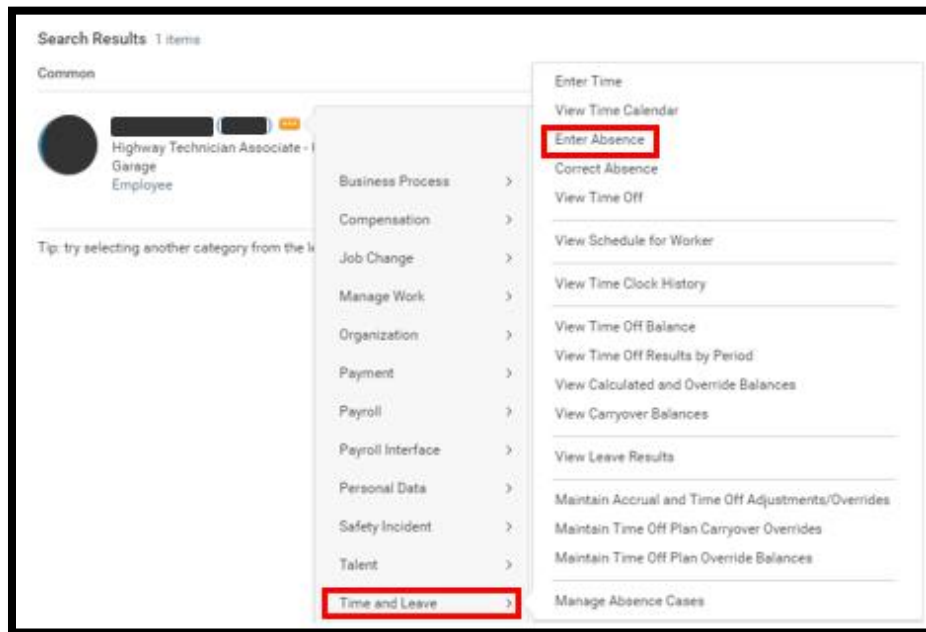
PLACING AN EMPLOYEE ON PAID FMLA LEAVE



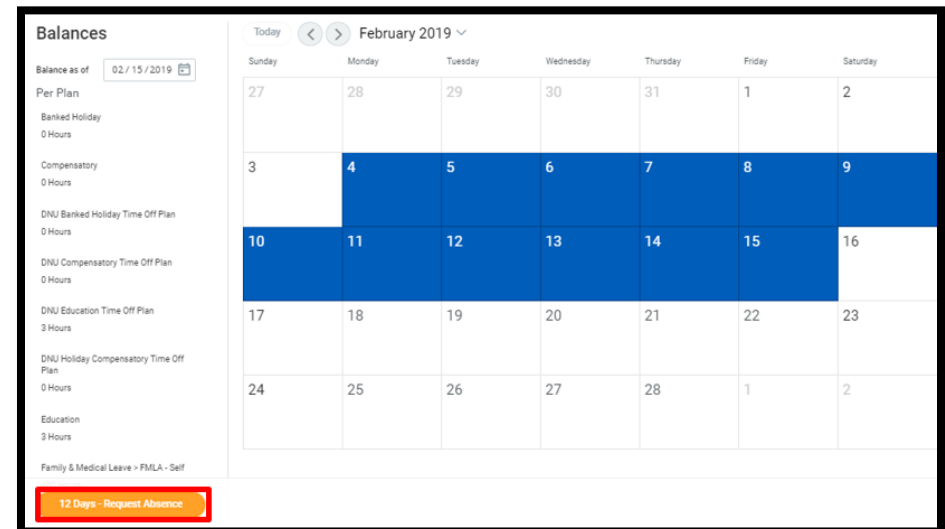
Note: If it is for caregiver, then sick will not be allowed to be used unless the employee has not used the 40 hours per fiscal year of Family Care and has 40 hours of Sick available.

From the **Search Bar**:

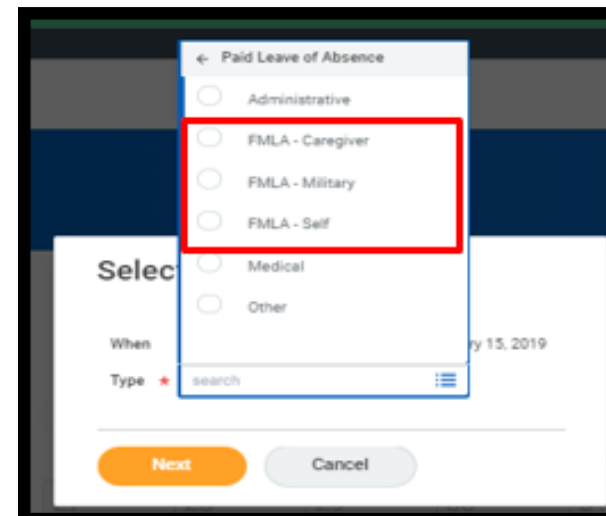
1. Find the name of the **Employee** and click on it.
2. Click the **Related Actions Button** . Then click on **Time and Leave** > **Enter Absence**.



3. Select **Dates** and **Request Absence**.



4. Click on  in the **Type** field > **Paid Leave of Absence** > **FMLA – (Reason that applies)**. **Next**.



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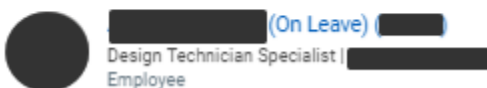
5. Review the dates and then click **Submit**.
6. This will route to HR Partner to review & approve.



Note: Once this is approved, it will place worker On Leave in Workday.

Search Results 1 items

Common



7. The employee and manager will get a **To Do: Reminder to Use Accruals**.
8. Search for employee in Workday.



Note: Since Workday is web-based, employees can log on from home and do their time sheet. The time sheet can also be future dated and entered before leave happens. This should be discussed before employee goes out on leave as who will be completing the time sheet / absence calendar. If it is manager, then proceed to Step 8 to review how to enter Paid Time Off. Otherwise LOA: FMLA is completed.

9. Click the **Related Actions** Button . Then click on **Time and Leave > Enter Absence**.

10. Select **Dates** and **Request Absence**. (Once Approved, then it will look like below).

11. Click on in the **Type** field > **Paid Time Offs** > Select Appropriate time. **Next.**

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12. You can edit the daily hours by selecting **Edit Quantity Per Day**. Then click **Submit** once you have reviewed the information.
13. Once the paid time is entered and approved, then it will look like below.

The screenshot shows a calendar for February 2019. The calendar is a grid with days of the week as columns and dates as rows. The following table represents the data shown in the calendar:

Today	<	>	February 2019			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	31	1	2
3	4 FMLA - Caregiver Family Care	5	6	7	8 Family Care	9
10	11 FMLA - Caregiver Vacation	12	13	14	15	16
17	18 FMLA - Caregiver Vacation	19	20	21	22	23
24	25	26	27	28	1	2

14. If an employee is getting low on Paid Time Off, then please work with your HR Partner as they will be the one to move them to FMLA Unpaid status.

You have successfully put an employee on Paid FMLA Leave of Absence. Please find Return Worker from Leave of Absence when the employee is ready to return. If you have questions, then please reach out to your HR Partner.